



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FIELD OPERATIONS DIVISION – CHILDREN'S ADMINISTRATION
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March 1, 2010

TO: Foster and Relative Caregivers

FROM: Becky Smith 
Acting Director, Field Operations Division
Children's Administration

SUBJECT: URGENT CAREGIVER TRANSPORTATION AND MILEAGE PROTOCOL

Caregivers provide children with a supportive, stable family environment and help children feel safe while in out-of-home care. Their support includes transporting children to important family visitations, counseling sessions and child specific meetings.

The Children's Administration (CA) has been reviewing our mileage reimbursement process and has made some decisions which will clarify transportation reimbursement policy. Our policy now clarifies and standardizes reimbursement policy statewide and covers transportation that is determined to meet a child's need for safety, stability, and education, as they relate to the child's unique needs as identified in the case plan.

If you believe that you have provided transportation activities that are now included in the new policy, for which you have not been previously reimbursed, the attached forms will help you claim that reimbursement. The retroactive period is from **July 1, 2009 to January 31, 2010**. As of **February 1, 2010**, all caregivers will be eligible for future child related monthly transportation reimbursement according to the new policy.

Enclosed you will find:

- Caregiver Monthly Mileage Voucher
- Retroactive Caregiver Transportation Reimbursement Criteria

Caregivers who wish to claim retroactive mileage for activities meeting the enclosed criteria must submit their retroactive mileage claim no later than April 15, 2010. The Children's Administration anticipates making payment on these retroactive claims by July 1, 2010.

If you have questions about the new protocol, please contact Dinah Martin, Foster Care, Kinship Care Program Manager, at (360) 902-0740 or Dinah.Martin@dshs.wa.gov.